



Mark Young
New York Metro

April 30, 1997

To: All Managers in the Region

Subject: Travel Status Phone Calls

Dear Managers,

Just as information, anytime you are on travel status the company policy allows for a phone call daily home to touch base with your spouse (*or significant other*) and see that everything is going well. Please limit your call to a reasonable amount of time. Over the past few months there have been numerous charges for multiple calls home nightly, as high as a one and a half hour single call, and with nightly charges as high as \$28.00. The cost of a phone call that is billed to your hotel room is very expensive.

Just remember *if you wouldn't pay for it with your personal money then the company shouldn't pay for it either!*

If you have any questions, please give me a call.

Sincerely,

Mark Young

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